

NETPDTC All Hands Briefing

28 August 2003

Revolution in Training Impact
to the
NETPDTC Organization and Employees

Briefing Content

- **Most recent events providing NETC policy, direction, and implementation timeframes**
- **NETPDTC functions realigning to other commands and personnel impact**
- **NETPDTC functions not realigning**
- **NETC FY04 and PR06 guidance affecting the design and staffing levels of the Residual NETPDTC Organization**
- **POA&M for implementation of NETPDTC's Residual Organization**
- **Personnel procedures that are being used to staff NETC Organizations**

**“I should be clear to everybody
that I’m looking to make the
Navy smaller in terms of
people”**

*Chief of Naval Operations ADM Vern Clark,
On plans for the future of the Fleet*

Recent Events

- **NETC's NETPDTC Functional Alignment Team briefed VADM Harms 25 July 03 on proper alignment of NETPDTC Functions**
- **NETC ltr 20 Aug 03 announced realignment of five NETPDTC functions**
- **Received advance information on NETPDTC Program and Staff PR-06 Review**

NETPDTC Functions

Realigning

- **Realigning Functions** (Completed 30 Sep 03)
 - General Library Program
 - Navy Leadership Training Units
 - Chaplain Program
 - Human Performance
 - Information Technology Services at Remote Sites
- **Billets realigning**
 - 66 civilian billets
 - 211 military billets
- **Gaining Commands**
 - Naval Services Training Command (NSTC)
 - Navy Personnel Development Command (NPDC)
 - Commander Naval Installations (CNI)
 - Human Performance Center (HPC)

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NETPDTC Functions Not Realigning

- **Central Design Activity/EASP**
- **Navy Advancement Center**
- **Voluntary Education Programs**
- **STARBASE-ATLANTIS**
- **Multi Media Services**
- **Command and Staff functions (including RMO)**

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NETC FY04 and PR06 Guidance

- **FY04**
 - **NETC continues to provide guidance on work priorities**
 - **RIT is changing our products and services**
 - **Significant E/S reductions**
 - **Significant budget shortfalls**
- **PR06**
 - **NETPDTC Programs and Staff will undergo “Special-Interest Programs Review” at the OPNAV N00T Level**
 - **Voluntary Education Programs will undergo “Production Program Review” at the OPNAV N00T Level**

POA&M

- **Department Organization/Staffing Plans Submitted 15 Aug 03**
- **NETPDTC Residual Organization Design Completed 30 Aug 03**
- **Voluntary Education PR06 Program Review 23 Sep 03**
- **NETCINST 5450.46C (NETPDTC Revised Functions)
Issued 20 Sep 03**
- **Functions realigned 30 Sep 03**
- **Initiate Personnel Actions to Staff NETPDTC
Residual Organization 1 Oct 03**
 - Whole Job Realignments
 - Filling Authorized Vacancies
 - Management Directed Reassignments
 - Separation Incentives
 - RIF (If necessary)
- **NETPDTC Programs and Staff Special-Interest
Review 10 Oct 03**

NETPDTC RIT Personnel Impact

- **Employee realignments to Chief Naval Installations and other NETC activities**
 - Some employees have received notification of whole job realignments
 - Others have been advised that functions will be discontinued at NETPDTC
- **FY04 Budget Shortfalls, E/S Control Reductions and realigning functions are creating excess manning**
- **Possible Involuntary Separations next FY**

HR PLACEMENT POLICY

FOR

NETC/NPDC/LEARNING CENTERS/TSC

PLACEMENT POLICIES

- **Temporary Placement**
- **Permanent Placement**
- **Outplacement for Potentially Excess Employees**

PARAMETERS OF PLACEMENT POLICIES

- **All NAVEDTRACOM Activities Covered**
- **Placements in new UICs will be made as an exception to PPP**
- **Bargaining & EEO obligations are mandated**
- **Requests for exceptions to the policy will be approved by CNET**

Temporary Placement

- **Details are recommended for short-term placement (i.e., provisional stand-up, recruitment period, special projects).**
- **Time period can cover from 30 days up to 1 year (increments of 120 days)**
- **Documentation required for more than 30 days**
- **Details are not recommended for higher-grade work**

PERMANENT PLACEMENT

1. Whole job
Realignments
2. Qualified Volunteers
3. Management
Directed
Reassignments
4. Retraining
Opportunities
5. Recruitments
6. CivSub Contracted
Jobs

- Six sequential steps
- Position(s) may be filled at any step
- Steps 1 through 4 and step 6 are reassignment/CLG/repromotion opportunities and will be managed by DCPD and servicing HRO
- Step 5 may involve reassignments, promotions and outside recruitment. HRSC involvement is required.
- Billet by billet decision, unless total function/total workforce is captured.

PERMANENT PLACEMENT (CONT'D)

1. WHOLE JOB REALIGNMENTS

- Criteria established

- Employee(s) will be offered to reassign with work

 - If offer is accepted, reassignment will be processed

 - If offer is declined, employee continues in existing UIC

2. QUALIFIED VOLUNTEERS

- Announced to all employee in training activities

 - Reassignment, CLG, Repromotion eligibles

- List of eligible candidates will be developed

- Selection can be made from any candidate

PERMANENT PLACEMENT (CONT'D)

3. MANAGEMENT DIRECTED REASSIGNMENT

-For critical positions management may direct the reassignment within or outside the commuting area.

4. RETRAINING OPPORTUNITIES

-Employees in training activities who are willing to be retrained will be given an opportunity to compete for vacancies.

PERMANENT PLACEMENT (CONT'D)

5. RECRUITMENTS

- Competitive process which may allow for reassignments, promotions as well as for persons outside the training activities to compete for jobs within the claimancy.

6. CIVSUB OF CONTRACTED JOBS

- Prior to involuntary separating any permanent civilians, if contractor on board, permanent employee can be offered that job if he/she is qualified and the position is the same or lower grade level.

- Steps 1-4 will be used for placement

ANNOUNCEMENT PROCESS FOR PERMANENT PLACEMENT IN NEW UICS

- **Activity develops position description and requests recruitment**
- **CNET DCPD prepares an announcement within 5 days**
- **Announcements opened for 10 days**
- **CNET DCPD forwards list of eligibles to selecting official within 10 days**
- **Activity makes selection within 5 days**
- **Applicant accepts/declines offer by COB of the third business day after the offer.**
- **Applicant moves within 30 days of selection**

OUTPLACEMENT FOR POTENTIALLY EXCESS EMPLOYEES

- **CNET's activities that are not affected by the reorganization, will make vacancies available to place potentially excess employees (Volunteers) at Training activities.**
- **Other activities in each geographic location are requested to participate**
- **Announcements will be open for 5 days.**
- **Process will work similar to step #2 under permanent placement.**

A Review

Placement >< Outplacement

- **Fill of jobs in organizations**
- **Steps 1 - 6**
- **Announce for 10 days**
- **AOC = Those assigned to ETR activities throughout NAVETRACOM**
- **Fill of jobs in non-ETR organizations**
- **Voluntary application**
- **Announce for 5 days**
- **AOC = Those assigned to ETR activities in local area of vacancy**

Current NETC Announcements

- **OUETR Positions announced:**

No current announcements

Current NETC Announcements

- **PLETR Positions announced:**

147-03, closing date 08-28-03:

**Human Resources Assistant
(Military/Office**

Automation), GS-203-06

NROTC Unit, University of MS, Oxford, MS

148-03, closing date 08-28-03:

Program Assistant (O/A), GS-344-07

Human Performance Center, Dam Neck, VA

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Current NETC Announcements

- **PLETR Positions announced:**

149-03, closing date 08-28-03:

Management Analyst, GS-343-09

Center for Naval Intelligence, Norfolk, VA

Center for Naval Leadership, Norfolk, VA

150-03, closing date 08-28-03:

Support Services Specialist, GS-342-09

Human Performance Center, Dam Neck, VA

Current NETC Announcements

- **PLETR Positions announced:**

151-03, closing date 08-29-03:

Secretary (O/A), GS-318-07

Center for Cryptology, Pensacola, FL

152-03, closing date 08-29-03:

Management Analyst, GS-343-12

Human Performance Center, Dam Neck, VA

Current NETC Announcements

- **PLETR Positions announced:**

154-03, closing date 08-29-03:

Management Analyst, GS-343-09

Human Performance Center, Dam Neck, VA

155-03, closing date 08-29-03:

**Information Technology Specialist, GS-
2210-12**

Center for Cryptology, Pensacola, FL

Current NETC

Announcements

- **PLETR Positions announced:**

156-03, closing date 08-29-03:

Program Analyst, GS-343-13

Center for Service Support, Athens, GA

161-03, closing date 09-04-03:

Program Analyst, GS-343-12

**Center for Naval Aviation Technical Training,
Pensacola, FL**

Center for Naval Engineering, Norfolk, VA

**Center for Explosive Ordnance Disposal and
Diving,**

Panama City, FL

Center for Service Service, Athens, GA

Current NETC Announcements

- **PLETR Positions announced:**

162-03, closing date 09-05-03:

Information Technology Specialist, GS-2210-12

Center for Personal Development,

Dam Neck, VA with duty at Navy Yard, Washington, D.C.

163-03, closing date 09-05-03:

**Human Resources Assistant (Military/OA),
GS-203-06**

**NROTC Atlanta Region, Morehouse College
Atlanta, GA**

Current NETC Announcements

- **PLETR Positions announced:**

164-03, closing date 09-11-03:

Management Analyst, GS-343-09

Center for Naval Engineering, Norfolk, VA

165-03, closing date 09-11-03:

Management Analyst, GS-343-11

Center for Naval Intelligence, Norfolk, VA

Center for Naval Leadership, Norfolk, VA

Center for Naval Engineering, Norfolk, VA

Current NETC Announcements

- **PLETR Positions announced:**

166-03, closing date 09-11-03:

Management Analyst, GS-343-11

Center for Naval Cryptology, Pensacola, FL

**Center for Naval Aviation Technical
Training,**

Pensacola, FL

What to do now?

- **NETDPTC will have excess employees next FY**
- **Review vacancy announcements and apply**
- **Get resume ready now**
- **Sources of information:**
 - **<http://www.hropensacola.navy.mil/>**
 - **NETPDTC Saufley Field All Hands Bulletin Board**
 - **<https://www.cfs.cnet.navy.mil/crest/>**
- **Points of Contact:**
 - **Annette Lentz, Director Manpower Personnel (Ext 1620)**
 - **Bruce McGowan, Civilian Personnel Procedures (Ext 1618)**
 - **Victoria Knight, Employee Development (Resumix) (Ext 1622)**